



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684-4690  
[www.dmvnv.com](http://www.dmvnv.com)

## **BUSINESS CHANGE LICENSING REQUIREMENTS**

1. All changes require an Application for Business License with types of change(s) marked (Application must be completed in full and signed by current principal of the business) and;
2. An updated Personal History Questionnaire (PHQ) completed by each principal or corporate officer being listed on the license application, if the last PHQ submitted is one year old or older. When adding a principal, an original PHQ is required.
3. Authorization for Release of Information form completed by each person submitting an updated PHQ.

## **ADDING A PRINCIPAL**

1. Two full sets of fingerprints on cards supplied by the Department on each NEW principal or corporate officer. Not required for all types of businesses, contact your local Business and Occupational Licensing section. Applicants must be fingerprinted by an authorized Department representative or law enforcement agency. Some agencies may charge for fingerprinting. Check with your local agency. (DUI and Traffic Safety schools are excluded from this requirement.)
2. Fingerprint processing fees, \$45.00. (Processing fees are charges accrued by running prints through Nevada Criminal Repository and FBI for background checks).
3. Authorization for Release of Information form signed by each principal or corporate officer submitting fingerprint cards. Release must be notarized or signature witnessed by an authorized DMV representative.
4. Child Support Information form completed and signed by each principal or corporate officer.
5. Licensee Acknowledgement form. (DS308)
6. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the State of Nevada, Secretary of State's Office, if applicable.
7. A bond rider is required when the business is owned by an individual, or as a partnership.
8. Each principal of the business must be listed on the bond. However, only one of listed principals need sign the bond. (DUI and Traffic Safety schools are excluded from this requirement.)

## **CHANGE OF BUSINESS NAME OR PHYSICAL ADDRESS**

1. A rider to the surety bond showing the new name and/or physical address.
2. An Insurance CERTIFICATE showing the new name and/or physical address. See insurance information sheet for coverage requirements. (DUI, Traffic Safety and Communications Technology Drive Schools are excluded from this requirement.)
3. There is no charge for name and/or address change.
4. City or County business license showing new name and/or physical address.
5. Fictitious Firm Name Filing.
6. Franchise Authority noting change. (Dealers only)
7. A permanently affixed display sign with the name of the business in lettering eight inches high, formed by lines that are at least one inch wide. Sign must be clearly legible from the center of the nearest street or roadway. (Schools are excluded from this requirement.)
8. Two color photographs that clearly show the exterior of the business to include the display sign.
9. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the State of Nevada, Secretary of State's Office, if applicable.

## **REMOVING A PRINCIPAL**

1. The requirements to remove a principal depend upon the business structure. Business Structures:
  - A. Corporation or a limited liability corporation and a corporate officer is being removed, the documents that must be submitted are minutes reflecting the change, the current list of principals, managers, and/or members and a current certificate of good standing.
  - B. Limited liability partnership or a partnership, a notarized letter signed by the principal being removed stating that they are relinquishing their interest in the business or that they wish to be removed from the license.
  - C. Individual, the business must go out of business.
2. If the business structure is a limited liability partnership or a partnership, a new bond or bond rider is required listing the business principals and the business name (DBA.)
3. If the business structure is a limited liability partnership or a partnership, a new city license is required.